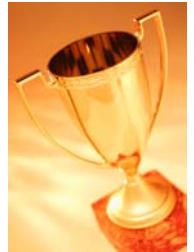


Wells, Mike

From: Levo, Brian
Sent: Wednesday, November 20, 2013 8:12 AM
To: Christopher, Anne; Dalrymple, Anne; Horwitz, Benjamin; Todd, Bill; Hales, Bob; Boccato, Gianpaolo; Levo, Brian; Castro, Ramona; Schulze, Chad; Park, Chae; Boulind-Yeung, Charlotte; Williams, Cheryl B.; Gebhardt, Chris; Kelly, Christine; Cool, Richard; Brownell, Creagh; Dagseth, Renee; Domingo, David; Tetta, David; Davis, Diane; Schruhl, Derek; Terada, Derrick; Davis, Diane; Bott, Dustan; Kowalski, Ed; Orzech, Emily; Williams, Erin; DeMaria, Eva; Carvalho, Gabriela; Garcia, Terry; Olson, Gary; Hales, Bob; Boller, Jack; Morales, Javier; Brown, Jeannine; Kenknight, Jeff; Parker, Jennifer; Keenan, John; Klemesrud, Jon; Jiles, Jordana; Roberto, Joseph; Barta, Juliann; Congdon, Julie; Spaulding, Kate; Griffith, Katherine; McClintock, Katie; McFadden, Kelly; Schanilec, Kevin; Ogle, Kimberly; McNeill, Kristin; Lambert, Aaron; Kral, Laurie; Davies, Lauris; Liu, Linda; Pollett, Lisa; Millner, Mary; Vojik, Matthew; Wells, Melba; Wright, Michele; Mullin, Michelle; Brown, Nancy; Cordero, Paul; Contreras, Peter; Magolske, Peter; Nenninger, Philip; Phillips, Peter; Castro, Ramona; Ramos, Rindy; Rau, Rob; Cunningham, Roylene; Brozusky, Sandra; Downey, Scott; Erickson, Stacey; Potokar, Steven; Cutler, Thor; Gardner, Tristen; Wenning, Byron; Chu, Xiangyu
Cc: Wells, Mike
Subject: OCE Clean-Up Day TODAY!

Clean-up Day is **TODAY!!**

“Clutter to Calm” Prize: One gift certificate for a free seated massage will be awarded for the best workstation transformation. **Contact me to schedule Before/ After pictures of your workstation for a chance to win!**



Floor	Container Locations
8	Empty cube near the south side reception area (employee map location M1)
12	Next to Kristie McNeill's cube (D1) on the east side
13	Empty cube across from Krista Mendelman's cube (C5)
18	SW corner printer/copier room

Records:

As always, please be mindful of your information preservation obligations associated with pending litigation. Information that is potentially relevant to litigation must be preserved and retained, including attachments, in its native format. Therefore, all emails and attachments subject to a litigation hold should be preserved and maintained in the email system. Other electronic documents should be maintained in the format in which you created or

received them.

In addition, you should not delete emails or other information that are records under the Federal Records Act unless they are preserved in accordance with the applicable retention schedule. Please refer to the records information on the Info page, or contact [Joyce Aoyama](#), your records coordinator or ORC for additional information.

[Table of Current Litigation Holds in Region 10](#)

For those worried about dust and dirt, a request has been submitted to the Park Place cleaning staff to ensure the floors are vacuumed the evening following our clean-up.

Additional Clean-Up Day guidance can be accessed at the Region 10 Clean-Up [website](#) on the Info page.

Brian Levo
OCE Clean-up Coordinator
Phone: (206) 553-1816

